



Procedure Title

Procedure Number

Environmental Protection Agency
Office of Enterprise Technology and Innovation (OETI)

Draft

Date – Version X.X

Document Change History

Version	Date	Author	Description of Changes
V 0.1	Month_day_year	Author	Initial Draft

NOTE: While the document is in the draft stage, its version numbers should begin with 0, e.g., 0.1. Once a procedure is approved as final for issuance, the Writer erases the document change history, changes the version number to 1.0 and uses the latest approved revision date as the date of the document.

Contents

1. Introduction (apply Heading 1 style).....	1
1.1 Purpose (apply Heading 2 style)	1
1.2 Background (apply Heading 2 style).....	1
2. Approach (apply Heading 1 style)	2
2.1 Assumptions (apply Heading 2 style)	2
2.2 Scalability (apply Heading 2 style).....	2
2.3 Best Practices	2
3. Roles and Responsibilities (apply Heading 1 style).....	3
4. Procedure (apply Heading 1 style)	4
4.1 Process Flow Diagram (apply Heading 2 style).....	4
4.2 Steps (apply Heading 2 style).....	4
4.2.1 Step 1 (apply Heading 3 style).....	5
4.2.2 Step 2 (apply Heading 3 style).....	5
4.2.3 Step 3 (apply Heading 3 style).....	5
4.2.4 Step 4 (apply Heading 3 style).....	5
4.2.5 Step 5 (apply Heading 3 style).....	5
5. Considerations (apply Heading 1 style).....	6
Appendix A Acronyms (apply Heading 6 style)	A-1
Appendix B Checklist (apply Heading 6 style).....	B-1
Appendix C Additional Resources (Apply Heading 6 style)	C-1
Appendix D Interface Requirements (Apply Heading 6 style)	D-1
Appendix E Other Appendices, As Necessary (Apply Heading 6 style)	E-1

1. Introduction (apply Heading 1 style)

The paragraph style automatically follows each Heading. If only one paragraph is in a section or if the paragraph is the last before the next heading, apply paragraph last style.

This introductory section should broadly introduce this procedure.

1.1 Purpose (apply Heading 2 style)

This section should summarize the procedure to be explained. Example: "This document defines the methodology, process flow, and relevant standards by which OETI project staff performs procurement management activities and identifies participants and their responsibilities."

1.2 Background (apply Heading 2 style)

This section describes the project management discipline the procedure supports. It serves as the scope definition for the procedure and tells the reader why the procedure is important.

2. Approach (apply Heading 1 style)

“This section explains the approach used to develop the XX procedure. It details the assumptions, the degree of scalability of the procedures, and the industry standards, best practices, and EPA current practices consulted in creating this procedure.

2.1 Assumptions (apply Heading 2 style)

Assumptions should be presented in bullet form.

Assumptions are states or events accepted as true for the purpose of the procedure. *Use the following sentence to introduce the bullet list.* “The following assumptions guide this (insert title of procedure):”

- Apply Bullet Level 1 style
- Apply Bullet Level 1 style
 - Apply Bullet Level 2 style
 - Apply Bullet Level 2 Last style for last item in list

2.2 Scalability (apply Heading 2 style)

Scalability is the process of “right-sizing” the procedures for a particular project. The text for this section is coordinated with *PMP-02 Project Initiation and Planning Procedure’s*, Table 4-3, Procedure Scalability Guidelines.

2.3 Best Practices

The prescribed citation form for online sources is: Author. *Title (edition)*. Date of publication (if available). Available: Uniform Resource Locator.

The prescribed citation form for tangible sources (like books) is: Author. *Title: Edition (if applicable)*. Location of publication (if available): date of publication.

These formats apply for both EPA and industry standards. See below for examples of both.

- **EPA Standards (apply Bullet Level 1 Custom Color style)**
 - (Apply Bullet Level 2 style)
 - U.S. Environmental Protection Agency. *Environmental Protection Agency Acquisition Regulation*. 2002. Available: <http://www.epa.gov/oamrfp12/ptod/epaar.pdf>.
- **Industry Standards (apply Bullet Level 1 style)**
 - Project Management Institute. *A Guide to the Project Management Body of Knowledge: Third Edition*. Newtown Square, PA: 2004.
 - (Apply Bullet Level 2 last style for last item in list)

3. Roles and Responsibilities (apply Heading 1 style)

Table 3-1 presents the roles and responsibilities for OETI project staff involved in XX activities. This table lists functions or tasks that each project role performs. While each role will be assigned to an individual staff member, an individual may perform multiple roles for a project.

Table 3-1. <Add Caption>

Role Definition	Responsibilities
Project Manager	Has overall responsibility for planning and execution of project
Project Team Lead	Has overall responsibility for component or sub-team as part of larger project

4. Procedure (apply Heading 1 style)

“This section presents the process flow for XX procedure for OETI projects and describes each step of the process in detail.”

4.1 Process Flow Diagram (apply Heading 2 style)

Process flow diagrams provide illustrations of the procedures. They should be easy to process visually and should link back to process steps explained in the document so that the reader can get more information. The text in the symbols generally begins with a verb. It is important to use the shapes properly; for example, a process step should always be represented by a rectangle (see chart below). All decision diamonds should have obvious, labeled yes/no branches. Check to make sure that the diagram prints clearly

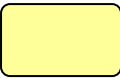

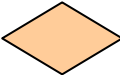




Symbol	Symbol Name (Alternate Shape Name)	Symbol Description
	Terminator (Terminal Point, Oval)	Terminators show the start and stop points in a process. When used as a Start symbol, terminators depict a <i>trigger action</i> that sets the process flow into motion.
	Process	Show a Process or action step. This is the most common symbol in both process flowcharts and business process maps.
	Decision	Indicates a question or branch in the process flow. Typically, a Decision flowchart shape is used when there are 2 options (Yes/No, No/No-Go, etc.)
	Data (I/O)	The Data flowchart shape indicates inputs to and outputs from a process. As such, the shape is more often referred to as an I/O shape than a Data shape.
	Document	Any process flow step that produces a document.
	Manual Operation	Manual Operations flowchart shapes show which process steps are not automated.
	Connector (Inspection)	Process Flowchart: In process flowcharts, this symbol is typically small and is used as a Connector to show a jump from one point in the process flow to another. Connectors are labeled to show matching integration points in other procedures. They are handy for avoiding flow lines that cross other shapes and flow lines. They are also handy for jumping to and from sub-processes defined in a separate area than the main flowchart.

Figure 4-1. . <Add Caption> (apply Caption Style)

4.2 Steps (apply Heading 2 style)

“The following sections describe the steps of the XX process shown in Figure 4-1 and the roles involved in its execution.”

Each step title should match the corresponding symbol on the process flow diagram. Be sure to provide specific references to internal or external guidance (down to chapter number and title) where pertinent. If referring reader to a sample, provide the sample in detail in the appendix and note its reference number in the appendix in the text.

4.2.1 Step 1 (apply Heading 3 style)

Apply Paragraph style

Apply Paragraph Last style

4.2.2 Step 2 (apply Heading 3 style)

Apply Paragraph style

Apply Paragraph Last style

4.2.3 Step 3 (apply Heading 3 style)

Apply Paragraph style

Apply Paragraph Last style

4.2.4 Step 4 (apply Heading 3 style)

Apply Paragraph style

Apply Paragraph Last style

4.2.5 Step 5 (apply Heading 3 style)

Apply Paragraph style

Apply Paragraph Last style

5. Considerations (apply Heading 1 style)

This is the place to include helpful hints, things to remember, and lessons learned. These should be presented as suggestions and casual discussion, not commands. This section may be bulleted.

Appendix A Acronyms (apply Heading 6 style)

Please ensure that all acronyms are used in the document and that all acronyms in the text are listed in this appendix in alphabetical order.

Abbreviation	Description
<Acronym – Apply Table Text style>	<Description – Apply Table Text style>
EPA	Environmental Protection Agency
FinRS	Financial Replacement System
OETI	Office of Enterprise Technology and Innovation

Appendix B Checklist (apply Heading 6 style)

The following provides a checklist for the key activities associated with each step of the procedure. An example appears below.

Activity	Responsible Parties
4.2.1 Obtain Assigned Contracting Officer and Contracting Officer Representative	
<input type="checkbox"/> Contracting office contacted and CO assigned <input type="checkbox"/> Have met with the assigned CO to determine if the action warrants delegation of a COR <input type="checkbox"/> EPA Form 1900-65, Nomination of Contracting Officer's Representatives submitted to the CO	Project Officer and/or Project Manager
<input type="checkbox"/> COR Delegation by the CO received	Project Officer/Contract-Level COR and/or Project Manager; CO
<input type="checkbox"/> Government Ethics Form 450, Confidential Financial Disclosure Report submitted to designated ethics Official by each COR <input type="checkbox"/> COR Training (initial or recertification) completed (within last three years) and 40 CLPs obtained (within two year cycle) for each COR	Contract-Level COR
4.2.2 Develop Acquisition Strategy/Plan	
<input type="checkbox"/> Procurement options for satisfying requirements discussed with CO: <ul style="list-style-type: none"> <input type="checkbox"/> Existing EPA contract <input type="checkbox"/> GSA Multiple Award Schedule Contracts <input type="checkbox"/> EPA BPAs <input type="checkbox"/> Government-wide Acquisition Contracts <input type="checkbox"/> Multi-agency Contacts <input type="checkbox"/> New procurement 	Contract-Level COR and CO
<input type="checkbox"/> Research and evaluation on each relevant procurement option completed	Contract-Level COR and CO
<input type="checkbox"/> The acquisition strategy to include procurement methodology finalized with CO <input type="checkbox"/> Acquisition Plan completed and approved	Contract-Level COR, Project Manager, and CO
4.2.3 Prepare PIN Package	
<input type="checkbox"/> PIN package requirements established with CO	Contract-Level COR and CO

Appendix C Additional Resources (Apply Heading 6 style)

"The following provides a list of key resources and references associated with the XX procedure that can be used to assist in completion of the activities." A sample table is provided below.

	Form/ Guidance	Source	Website
1.	Guidance on preparing PIN packages: PIN Process Flow Chart Procurement Initiation Notice PIN Questionnaire Checklist of PIN package Attachments/Approvals Justification for Other than Full and Open Competition	Chapter 7, "Acquisition Planning," of the EPA Contracts Management Manual, Section 7.3 Procurement Initiation and Related Documentation	http://epawww.epa.gov/oamintra
2.	Guidance on COR Delegations: COR Nomination Form (1900.65) COR Sample CO Designation Memorandum	EPA Contracting Officer Representative (COR) Training Text, Chapter 1, "The Basics of Contracts and Roles and Responsibilities"	http://epawww.epa.gov/oamintra/policy/cmm.pdf
3.	Guidance on COR Training	EPA Contract Management Manual, Chapter 42, "Contract Administration and Audit Services" and the <i>Implementation of the Continuing Learning Policy for the USEPA Acquisition Workforce Members</i>	http://epawww.epa.gov/oamintra

Appendix D Interface Requirements (Apply Heading 6 style)

This section explains how to ensure that the efforts of any third parties (such as contractors) assisting with this procedure are fully integrated in its performance. Matters such as collecting information from, communicating with, and monitoring the activities of these third parties should be discussed.

Appendix E Other Appendices, As Necessary (Apply Heading 6 style)

Examples include sample templates, models, and worksheets.